

RESEARCH AND POLICY OFFICER

JOB TITLE:	Research and Policy Officer
SALARY:	£27,884 – £34,977
CONTRACT TYPE:	PERMANENT FULL TIME - 40 HOURS PER WEEK This role requires flexibility for some evening and weekend work
BASED:	Half office based (Regular meetings required in London)
START DATE:	As soon as possible
ANNUAL LEAVE:	23 days plus all public holidays
LINE MANAGED BY:	Research and Policy Manager
RESPONSIBLE FOR:	Interns, volunteers and contracted researchers

ROLE

Evidence-based advocacy is integral to StopWatch's campaign for fair and effective policing, and we are seeking a Research and Policy Officer to oversee this key area of activity. The successful candidate will be responsible for conducting / facilitating research and policy analysis on stop and search (as well as related areas) and disseminating the results. They will be expected to employ strong research, communication, and project management skills to inform and influence a variety of stakeholders, creating opportunities for impacted communities (particularly but not exclusively young people) to participate in public debates about policing.

This is a challenging and varied role that would suit a researcher, research assistant and/or policy analyst, who is well organised, likes to take initiative, and enjoys working



collaboratively with others in a busy dynamic environment. It requires a talented individual with a track record of using different communication tools to speak to different audiences and achieving policy impact. It is ideal for someone who is committed to social justice and wants to influence change with research and the active participation of impacted communities.

BACKGROUND

StopWatch is a coalition of academics, lawyers, activists, young people and community stakeholders that works to promote fair, effective and accountable policing. It is the leading independent voice on stop-search in England and Wales and is instrumental in challenging the misuse of the powers, improving policy responses and promoting greater regulation. StopWatch has led a wide-ranging campaign against the disproportionate use of stop and search, conducting legal and policy analysis, providing media interviews and commentary, supporting young people and adults, pursuing litigation, making submissions to national and international bodies, and facilitating community initiatives.

JOB DESCRIPTION

Main duties and responsibilities:

RESEARCH

- Produce high quality pieces of research to support StopWatch goals, including data analysis, and a range of quantitative and qualitative research on wider policing impacted communities' issues to support our campaigns
- Manage delivery of StopWatch research outputs and ensure accuracy, clarity and consistency
- With the Policy and Research Manager, play a key role in shaping the StopWatch research strategy and programme, ensuring that it has clearly identified goals, audiences and impact
- Regularly write, edit, comment and produce easy digests of research for blog posts, articles and occasional papers/briefings/reports
- Regularly analyse and interpret externally produced research
- Support specialist information needs of key staff (for presentations, media briefings etc)
- Build relationships with key players to include academics, think-tanks, polling companies and other organisations in support of our campaigns
- Contribute to and support development of the StopWatch website, particularly its research and information sections.
- Monitor and develop critical analysis of changes in the presentation and interpretation of official statistics on stop and search by government and policing bodies

POLICY



- Work with the Policy and Research Manager to develop public policy positions on key issues and maintain the StopWatch policy manual/documents.
- Produce policy statements, briefing papers and other documents for internal and external audiences that communicate StopWatch policy analysis and positions on campaign issues.
- Advise colleagues on policy positioning

OPERATIONAL DELIVERY

- Assist with preparing management reports on research work
- Ensure that staff are kept up to date with new information and key publications from research bodies
- Organise or assist with the organisation of relevant events such as seminars or events to promote research reports
- Support research students in research-based projects
- Contribute to the StopWatch contacts database and help keep it up to date
- Provide support with administrative tasks such as data entry, briefings, mailings and preparing materials in support of StopWatch campaigns

ORGANISATIONAL ROLE

- Contribute to the intellectual capital and development of StopWatch via team meetings, blogs, staff meetings and planning/away days and by supporting colleagues as required
- Collaborate with StopWatch's Youth and Community Engagement Coordinator and Youth Voice & Participation Lead to support impacted communities and young people to engage in research and advocacy activities
- Work with colleagues to maximise the recruitment of new volunteers and supporters, identified through campaigning and other activity
- Monitor and track policy developments and current issues relating to stop and search
- Undertake administrative and 'back office' tasks as required, including supporting events, operations and media
- Undertake other related duties as required that your manager reasonably considers would assist the StopWatch to meeting its objectives
- Adhere to Data Protection Standards at all times; support regarding GDPR and compliance will be provided
- Write and/or coordinate articles, and press releases
- Participate in media interviews
- Organise and facilitate campaigns and events
- Contribute to the development of StopWatch campaigning materials such as films, infographics, flyers
- Help to generate and manage content for StopWatch website and social media accounts
- Contribute to dissemination of StopWatch research and materials
- Help to co-ordinate internal and external communications



*****Applicants are strongly advised to use their supporting statement as an opportunity to relate their skills to the job description above and the person specification below - Please refer to the Application Guidance (separate document) for further information. *****

PERSON SPECIFICATION

The selection panel will assess each applicant against these criteria. The primary method(s) of assessment are indicated after each criteria as follow:

- (C) - Curriculum Vitae and Supporting Statement (I) - Interview
(W) - Written Exercise
(E) - Essential (D) - Desirable

PERSON SPECIFICATION

The successful applicant should demonstrate their abilities or track record in all essential criteria.

	Criteria & Assessment
Experience	<p>Experience of designing and undertaking quantitative and qualitative research (E,C,I)</p> <p>2 years experience in policy / research role (E,C)</p> <p>Experience of policy development and formulation (D,C)</p> <p>Demonstrated ability to conduct research and write and edit a range of different materials including reports, briefs, blogs and submissions for different audiences (E,C,I)</p> <p>Experience of statistical analysis and familiarity with statistical analysis software (D,C)</p> <p>Experience of political and social policy research, using a range of research methods (EC,I)</p> <p>Experience of using desktop publication tools and creating campaigning materials (D, C)</p> <p>Experience of working with affected communities on related issues (E,C,I)</p> <p>Experience of writing reports, articles, papers, blog posts (D,C,W)</p>

Knowledge	<p>Knowledge of the main issues involved in turning a spotlight on stop and search, campaigning against the over policing of marginalised communities (E,C,W)</p> <p>Knowledge of the principles of research methodology in political science (E,C,I)</p> <p>Understanding of the issues on which the StopWatch campaigns (E,C,I,W)</p> <p>Knowledge or understanding of policing race and criminal justice issues (E,C,I)</p>
Skills / qualifications	<p>Exceptional attention to detail and accuracy in analysing data and writing up research (E,C,I)</p> <p>Excellent written and verbal communications skills with an ability to translate complex research for a lay audience (E,C,W)</p> <p>A high degree of self-motivation and ability to set and meet goals and deadlines (E,C,I)</p> <p>Ability to write strong copy with clarity, accuracy (E,C,I,W)</p> <p>Sound mathematical skills and familiarity with Excel and SPSS or R for calculation and presentation of results (D,C)</p> <p>Ability to project manage complex influencing activities, alone or with colleagues, and to manage a complex workload, set priorities and meet tight deadlines (D,C)</p> <p>Ability to plan and prioritise workloads and respond well to changing circumstances (E,C,I)</p> <p>Good team working skills, including understanding the role and demands of working with others in a small team and a flexible approach to collaborative working (E,C,I)</p> <p>Flexibility to travel across the UK and internationally (D,C)</p>

StopWatch is committed to promoting equal opportunities